# Leadership: Time Management & Productivity

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☐ **To Understand Time Management Techniques**

☐ **To Know How to Set and Prioritize Goals**

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# Time Management

This is the process of planning, controlling, and optimizing the use of time to achieve organizational goals and objectives. Effective Time Management enables leaders to:

- ✓ Prioritize tasks
- ✓ Set clear goals and objectives
- ✓ Delegate tasks
- ✓ Manage meetings
- ✓ Minimize distractions
- ✓ Use technology

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# Benefits of Effective Time Management

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Increased productivity | Improved decision-making | Enhanced team performance | Better work-life balance | Reduced stress |

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# Time Management Skills

Prioritizing
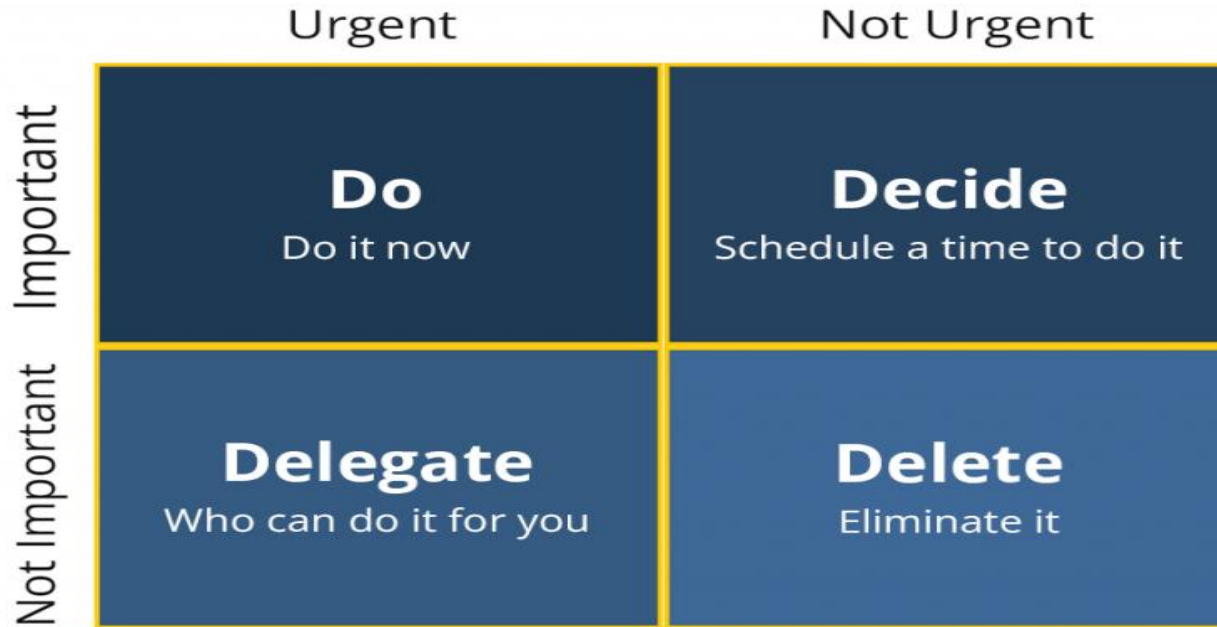
Scheduling

Keeping a to-do list

Delegating

Resting

# Effective Time Management Skills:

- ✓ Using planners
- ✓ Prioritise your tasks: Eisenhower Matrix
- ✓ Minimise distractions
- ✓ Schedule breaks: Pomodoro Technique
- ✓ Recognise when you are burnt out
- ✓ Accountability
- ✓ Learn to say No



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# The Eisenhower Matrix

| | Urgent | Not Urgent |
|---|---|---|
| **Important** | **Do**<br>Do it now | **Decide**<br>Schedule a time to do it |
| **Not Important** | **Delegate**<br>Who can do it for you | **Delete**<br>Eliminate it |

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# Terminologies Explanied

- ✓ Urgent & Important – Do now Important but Not
- ✓ Urgent Plan/Decide/Schedule
- ✓ Urgent but Not Important – Delegate or delayNot
- ✓ Important and Not Urgent – Eliminate/Delete (e.g., 2
- ✓ hours scrolling TikTok)

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# THE POMODORO TECHNIQUE

**1** Decide on the Task That You Need to Do

**2** Set the Timer to 25 Minutes

**3** Work on the Task Until the Timer Rings

**4** Take a Short 5 Minute Break

**5** After 4 Cycles Take a 15-30 Minute Break

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**Arianna Huffington**, co-founder of The Huffington Post, focuses on relentless prioritization. She focuses on essential tasks and eliminating distractions. Prioritize tasks ruthlessly, focus on what is essential and eliminate distractions to maximize productivity.

This improves productivity, reduces stress and increases focus on high-impact work.

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**Bill Gates**, co-founder of Microsoft, divides work hours into four quadrants. He focuses on dividing tasks into quadrants or categories to prioritize and allocate time effectively.

This improves focus, increases productivity and better time allocation.

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**Jack Dorsey**, co-founder of Twitter and CEO of Block. He focuses on Day-theming, dedicating each day to a specific area of focus. He identifies key areas of focus and dedicate specific days or time blocks to each area to maximize productivity.

This improves focus, reduces context switching and increases productivity.

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